

Australian Guild of Music Education

Staff Development Policy

Governing authority:	Higher Education Committee
Consultation:	Academic Board
Responsible Officer:	HEEM (with consultation of Academic Director)
Date of approval:	01/02/2018
Date of effect:	01/03/2018
Review date	February 2021

1. Purpose

This policy provides a framework for AGME's higher education staff to engage in continuing professional development. AGME aims to support its staff across a range of areas with a focus on supporting obtaining further higher education qualifications, fostering disciplinary scholarship, the scholarship of teaching and learning and development of blended learning skills.

2. Scope

This policy applies to all members of AGME's higher education community.

3. Objectives

AGME has a long history of supporting staff, both full time and part time, to enhance their teaching of music and to pursue further education. AGME firmly believes that learning is a lifelong practice and this is inherent in all its activities.

This policy aims to outline processes for staff development, support and activities.

4. Implementation

AGME will implement this policy by:

- Supporting staff to obtain further higher education qualifications.
- Enabling flexible access to short courses and activities
- Encouraging collaboration, communities of practice, staff seminars and maintaining regular, collegial staff meetings.
- Providing mentoring for staff.
- Supporting research activities including non-traditional research outputs (creative practice) and attendance at conferences and seminars.
- Supporting staff participation in professional development workshops and short courses recommended by AGME and/or staff.

- Encouraging ongoing professional activities or staff such as professional performances, recording etc.

5. Staff Development Activities

Staff development involves a range of formal and informal activities including:

- scholarly activities (including creative practice)
- communities of practice,
- further study are high priorities.

Staff development is supported by a fund capped at two per cent of gross academic staff salaries. The Academic Director is able to approve financial support and study leave for professional development activities. The Academic Director will develop a system for allocating professional development support in a fair and transparent manner.

The Academic Director will convene designated staff meetings from time to time to provide opportunities to staff to support innovations in music education, pedagogy and communities of practice.

The Academic Board may recommend professional development activities for academic staff. The Academic Director and HEEM will co-manage a Staff Development Register to be presented to the Academic Board for consideration at the end of each year.

6. Procedure

AGME will monitor staff development activities and provide an annual report to the Academic Board. The Academic Leader and the HEEM will be responsible for ensuring staff members are made aware of the development opportunities.

The Academic Board has responsibility for academic staff development, and is required to monitor development activities by reviewing the Staff Development Register and any other relevant information. The HEEM is responsible for professional development of administrative staff will be responsible for the administrative processes associated with staff development. Academic staff will contribute to identifying professional development needs during performance review processes.

Academic staff members who attend external development opportunities funded by AGME are required to submit a report discussing the outcomes of the activity. Academic staff members are encouraged to share information obtained with their colleagues as relevant to AGME communities of practice.

7. Related Policies and Procedures

The following policies and procedures are related to this policy: • Staff Selection, Recruitment and Induction Policy

8. Review

Three years from commencement.

9. Responsibilities

The Academic Director is responsible for:

- Advising academic staff of professional development opportunities and responsibilities and developing a system for allocating professional development support.

The HEEM is responsible for:

- Managing the staff development budget and allocating it as approved by the Higher Education Committee.

The HEEM and the Academic Director are responsible for:

- Co-managing a register of the professional development and research activities of academic staff.

The Academic Board is responsible for:

- (a) Presenting professional development workshops and lectures to academic staff;
- (b) Reviewing professional development reports submitted by staff;
- (c) Reviewing and approving this policy.

10. Accountabilities

The Higher Education Committee is responsible for review and approval of this policy with the endorsement of the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to AGME's higher education community via the website and other publications.